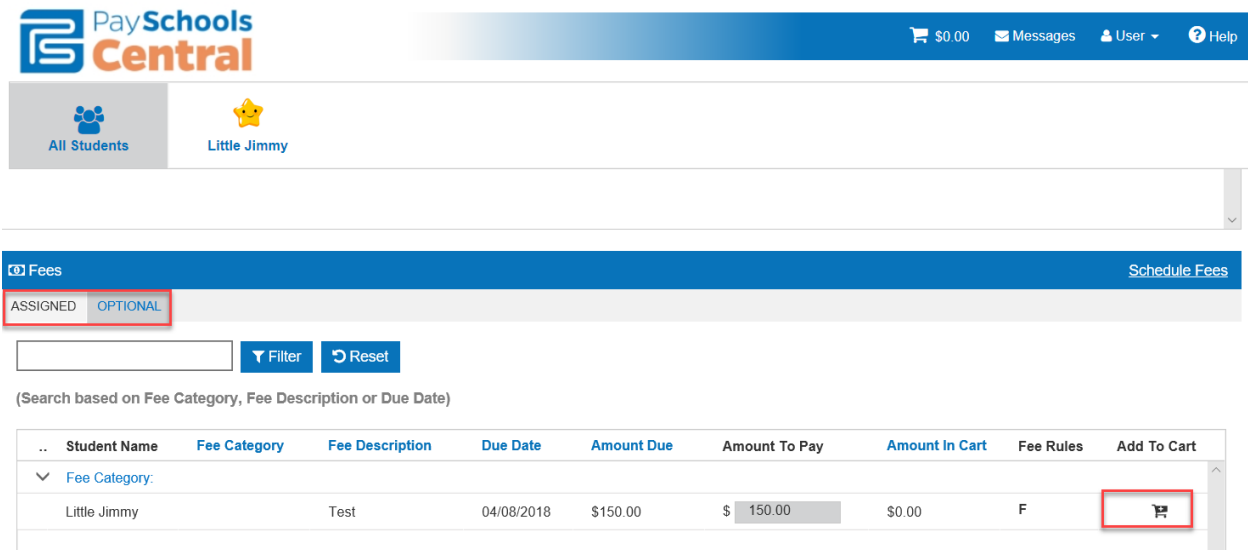


## How Do I Make Fee Payments?


The fees available to you are set and maintained by your School District. If you are looking for a fee that is not listed on your screen, please contact your School District.

*Note: If your School District is not using the fees module in PaySchools Central, you will not see the option on your menu bar.*

### Step 1 – Select Fees → Make Fee Payment

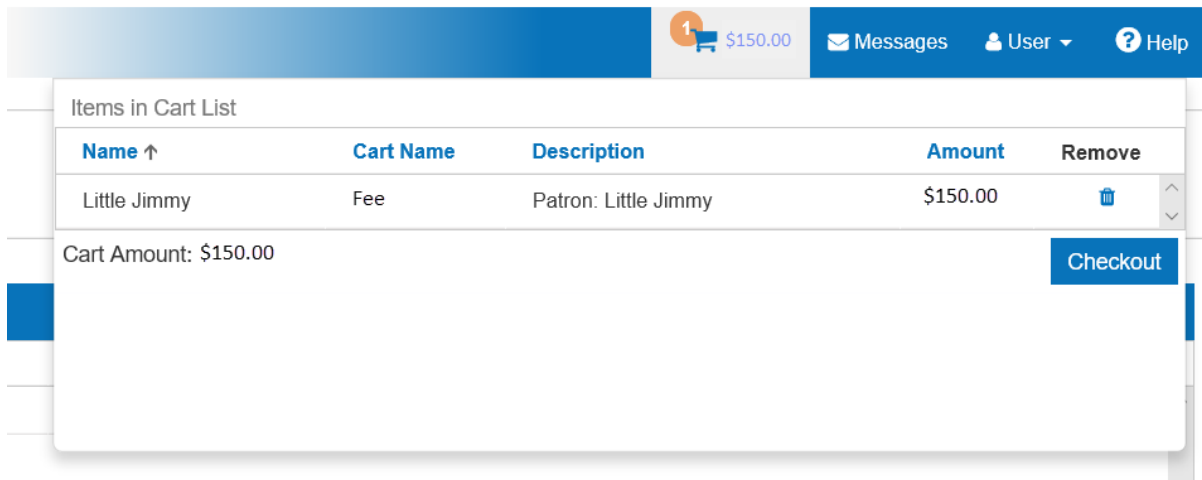


The screenshot shows the PaySchools Central interface. At the top, there is a navigation bar with the logo, a shopping cart icon showing \$0.00, and links for Messages, User, and Help. Below this is a student selection bar with 'All Students' and 'Little Jimmy' (selected). The main content area is titled 'Fees' and has a 'Schedule Fees' link. There are two tabs: 'ASSIGNED' and 'OPTIONAL', with 'OPTIONAL' selected. Below the tabs is a search bar and 'Filter' and 'Reset' buttons. A note indicates the search is based on Fee Category, Fee Description, or Due Date. A table displays the following data:

..	Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
∨	Fee Category:								
	Little Jimmy		Test	04/08/2018	\$150.00	\$ 150.00	\$0.00	F	

- 1) Scroll down to the Fees section of the Home page and toggle between the Assigned and Optional fees available to your student. To add fees to your cart, click on the cart icon on the right side of the screen. You can add multiple fees for multiple students before checking out.

2) You can decide to remove items from your cart before checking out by clicking the trash can icon under the cart icon at the top of your screen.

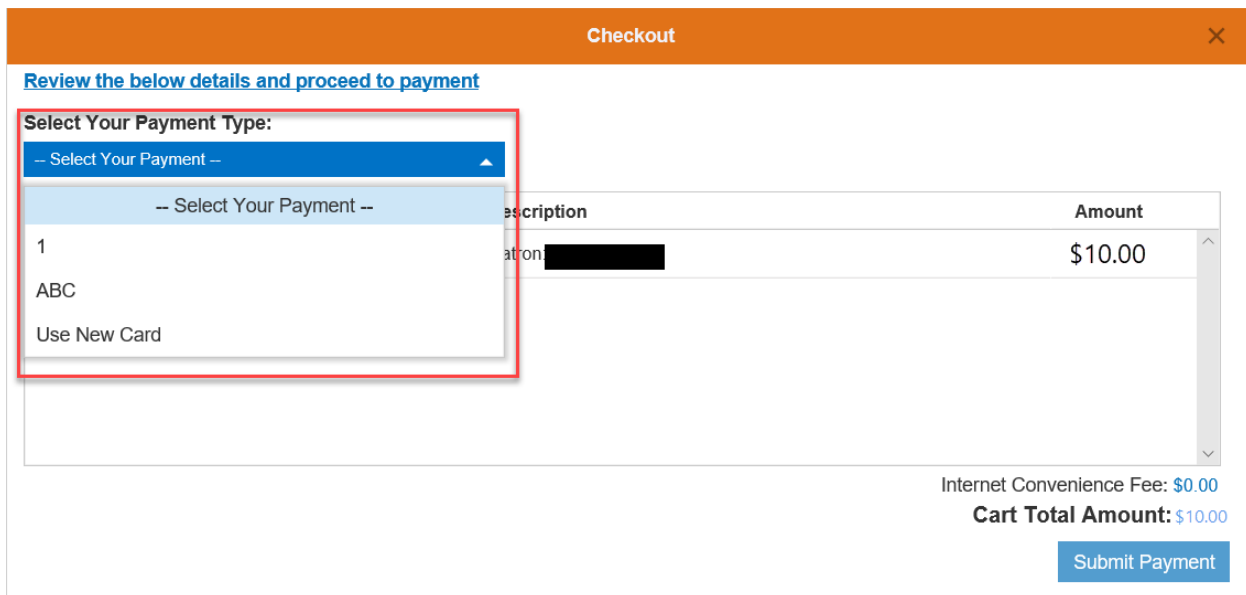


Items in Cart List

Name ↑	Cart Name	Description	Amount	Remove
Little Jimmy	Fee	Patron: Little Jimmy	\$150.00	

Cart Amount: \$150.00 **Checkout**

1) From the Checkout pop-up, select your payment method and then press Submit Payment.



**Checkout** ×

[Review the below details and proceed to payment](#)

**Select Your Payment Type:**

-- Select Your Payment --

-- Select Your Payment --

1

ABC

Use New Card

	Description	Amount
1	Patron: [REDACTED]	\$10.00

Internet Convenience Fee: \$0.00  
**Cart Total Amount: \$10.00**

**Submit Payment**

2) After completing your purchase, you will receive an email with a receipt listing the item and amount of your transaction.

Transaction processed for AnywhereUSA on 2/23/2018 2:55:00 PM ×

Date: 02/23/2018

Delete

AnywhereUSA - Transaction # 57178 - Subtotal: \$5.00 - Transaction Fee: \$2.50 - Convenience Fee: \$0.00 - Total: \$7.50